

COUNTY COUNSEL
(Executive Management)

MISSION:

To provide legal services to the Board of Supervisors, county officers, departments, boards, commissions, courts, school districts, and special districts; and to administer the county's public liability claims program.

AUTHORITY:

- (1) State of California, Government Code, Sections 26529 and 27640-48.
- (2) County of San Diego Charter, Article VII, Sections 700 and 704.

GENERAL DUTIES AND RESPONSIBILITIES:

Plans, directs, organizes, coordinates, and evaluates the overall activities of the Office of County Counsel providing legal services (advisory and litigation) to the Board of Supervisors, County officers, departments, boards, commissions, courts, school districts, and special districts; directs the County's public liability program and the representation of Social Services in all juvenile dependency matters; directs the development and implementation of departmental plans and programs; drafts ordinances, briefs, opinions, and other legal instruments; defends the County and other governmental agencies in litigation proceedings and participates in the preparation and trial of significant cases in Federal, State, or local courts; reviews and approves contracts, legal opinions, and other legal documents; provides legal advice and provides information to the Board of Supervisors, Chief Administrative Officer, elected officials, department directors, and representatives from other governmental agencies; directs the development of the department's annual budget and monitors revenue and expenditure transactions; identifies operational problems and formulates appropriate solutions; prepares reports and correspondence; acts as liaison with other public and private agencies; and supervises subordinate staff.

QUALIFICATION REQUIREMENTS:

Thorough Knowledge of:

- Duties, powers, limitations, and responsibilities of a counsel to a government entity.
- Federal and State statutory law and case law applicable to public entities in California.
- California Rules of the Court and related procedures on San Diego Superior and Municipal Court judicial districts.
- Court proceedings, discovery techniques, jury selection, settlement practices, and other legal processes related to litigation/trial proceedings.
- Methodologies of legal research.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- General Management System (GMS) in principle and in practice.

Skills and Ability to:

- Plan, organize, direct, and evaluate the overall activities of professional legal staff involved in providing legal services to the Board of Supervisors, County officers, departments, boards, commissions, courts, school districts, and special districts.
- Direct the County's public liability program and the representation of Social Services in all juvenile dependency matters.
- Direct the development and implementation of departmental plans and programs.
- Draft ordinances, briefs, opinions, and other legal instruments.
- Defend the county and other governmental agencies in litigation proceedings and participate in the preparation and trial of significant cases in Federal, State, or local courts.
- Review and approve contracts, legal opinions, and other legal documents.
- Identify and resolve departmental operational problems.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:**License:**

Active membership and in good standing with the State Bar of California. Incumbent must have been a practicing attorney in all courts for the State for at least the year preceding appointment.

A valid California Class C driver's license is required at time of appointment, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.